The Cardinal Project Newsletter
Part 1 - VDOT

**September 2010
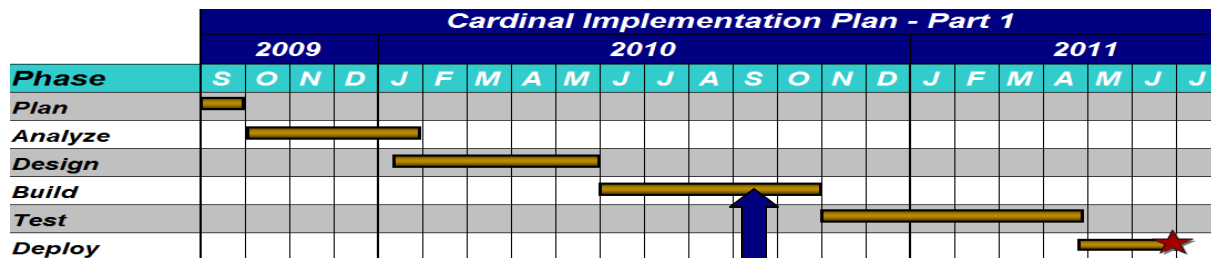Issue 3**

Project Status - Update

Cardinal Implementation Plan - Part 1

Phase	2009 S O N D	2010 J F M A M J J A S O N D	2011 J F M A M J J
Plan	▬		
Analyze	▬▬▬		
Design	▬▬▬▬		
Build		▬▬▬▬ ⬆	
Test		▬▬▬▬	
Deploy			▬▬ ★

The Build Phase for Part 1 (VDOT) is well underway. This means the requirements for Cardinal have been finalized and the necessary configuration, reports, interfaces, modifications, and conversion programs are being built.

The Project Team continues to work closely with the VDOT Fiscal and Administrative Services Divisions on conversion efforts. The Team is also coordinating with numerous VDOT divisions and external entities on interface work.

Cardinal security roles are under development too. Security roles determine the type and degree of access users have - much like the operator classes used in FMS II today. Change Agents will assist the Cardinal Team in "mapping" users to their new Cardinal roles.

Managing Absences in Cardinal

At our last Change Agent meeting there were several questions relating to how Cardinal manages leave. We plan to post some FAQ's on the Cardinal website. In the interim, here are a few of the questions we have gotten about leave (absence management) in Cardinal….

What is "HCM?" Is it part of Cardinal?	"HCM" is an industry term that stands for "Human Capital Management." The VDOT Cardinal implementation will include a limited set of HCM modules that are needed to address Time and Attendance requirements.
How will we convert employee leave balances from FMS II into Cardinal? Who will review them for accuracy and completeness?	Employees will verify their balances in FMS II, prior to conversion. Each District and Division will also review its employees' leave balances for accuracy. Then, every employee's balances for each leave type (i.e. sick, vacation, etc.) will be loaded into Cardinal. Comparisons between FMS II final balances and Cardinal will verify balances once they are loaded into Cardinal.

Managing Absences in Cardinal (continued from Page 1)

In FMS II, one Leave Request cannot cross weekends or pay periods. Is that true in Cardinal as well?	No. In Cardinal, one request for leave can cross multiple weeks and pay periods.
Can I project what my leave balance will be 6 months from now?	Yes. Cardinal has a "forecast" feature that allows users to predict what their projected leave balances will be at some point in the future.

Accessing Cardinal

Cardinal is actually two different databases - a financial management database (FIN) and a human capital management database (HCM). It is important to note VDOT is not implementing a full blown Human Resource system. Only a subset of HCM modules will be used to handle Time and Attendance functions. General Ledger, Accounts Receivable, Accounts Payable, Project Accounting and Purchasing functions will performed in the financial application.

Ease of Access Financials/HCM (Human Capital Management) applications are accessed directly from the Cardinal Portal.

Single Sign-On Users will sign in once and be directed to the Financials application.

Menu/Portlet Once users log into Cardinal, they will have access to a Menu/Portlet that will provide a direct link to the HCM application.

Did you know….

As of today, Cardinal will have over 60 planned automated interfaces – not only with other VDOT systems, but also with other state agency applications. Cardinal will even interface with some systems outside the Commonwealth - including Federal government and outside business entities.

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Here is a mockup of what the Cardinal Sign-In page may look like - with the Cardinal logo and the State seal of Virginia.

Our Website: cardinalproject.vi.virginia.gov   E-mail us at: ProjectCardinal@VDOT.Virginia.gov